

RFQ #25-010
Psychologist Services Rebid
Questions & Answers

1. Is there a typical number of assessments that are expected to be completed? Our office is open part-time on variable evenings and weekends and we are wondering if the expected number of assessments would fit in our schedule.

Bidders should identify the number of evaluations they can perform given their staff and resources. There is no minimum number of assessments required.

2. It appears that the psychologist does not complete a feedback session with the client. Is this correct?

That is correct, there is no feedback session requirement, however the psychologist might be asked to provide some additional feedback/ clarification or answer questions from the referring counselor.

3. Our business has two owners and a contractor (who has her own LLC). Does the contractor need to submit a separate bid since she is not technically our employee or is she covered under our bid because she works for our office?

The contractor will have to submit a separate bid if she is not your employee. There is no subcontracting allowed for this contract.

4. The only form we see is labeled as "Rebid". Is this still the form we use if we are a first time bidder?

This procurement opportunity is open to all bidders who do not currently have a contract to provide psychological services to ACCES-VR. Therefore, as a first-time bidder you would be eligible to apply. Please refer to RFQ 25-010 Submission Documents for more information regarding the application process.

5. Could you confirm if staffing vendors that specialize in sourcing and providing licensed psychologists are eligible to participate in this RFQ?

There is no subcontracting allowed for this contract. Any psychologist providing services under your contract needs to be an employee of your agency with their qualifications submitted with the proposal. Please refer to RFQ 25-010, on page 6 for the qualifications.

6. Additionally, are there any specific requirements or limitations regarding vendors' capacity to cover multiple District Offices, or would vendors only be able to cover a single office be considered?

Vendors can provide services to multiple district offices. The only requirement is that a contractor must be able to serve at least one of the fifteen district offices. Please refer to RFQ 25-010 on page 6&7 for District Offices to be Served.

7. Is this RFQ only directly from individual, licensed providers, or would you consider companies (e.g., staffing or related agencies) that can provide the licensed providers?

Subcontracting is not allowed. In order to qualify for this RFQ, a psychologist (individuals or those working in a practice) must meet the following minimum qualifications by application deadline. Please refer to RFQ 25-010, on page 6, for the qualifications.

8. Would you consider companies that provide virtual providers to perform virtual (remote) psychologist services and evaluations?

Yes, in some cases evaluations could be conducted remotely, unless the customer specifically requests an in-person session. Psychologists are required to adhere to the [APA Guidelines for the Practice of Telepsychology](#) and should use their professional judgment to decide whether it is appropriate to conduct a particular evaluation remotely.

9. The RFQ mentions "no subcontracting allowed for this contract." Do you require the school psychologists to be the company's employees, or can the company use independent contractors for services (e.g., W-2 employee vs. 1099 employee)?

Subcontracting refers to partnering with external agencies to provide services. Therefore, any qualified psychologist should be an employee of an agency that contracted with ACCES-VR for the provision of Psychological Services.

10. Do you require the vendor to have the capacity to perform services at its physical office and/or any other off-site or on-site location?

Vendor capacity refers to your ability to provide services, including the availability of resources, expertise, and location. As stated in the RFQ, services can be offered at any confidential location accessible to ACCES-VR customers, such as a physical office or any off-site or on-site location.

11. Does the rate per report for comprehensive evaluations or adaptive behavioral scales include the time it takes to complete the evaluation with the student, interview stakeholders, create a report, attend meetings, and all other services involved?

The rates for a comprehensive evaluation and adaptive behavior scale are all inclusive.

12. Is there a certain percentage of the funding allocated to be set aside for vendors that can conduct in-person services and/or conduct off-site evaluations at an accessible location?

NYSED reserves the right to increase the initial estimated value to qualified bidders that have the capacity to conduct off-site evaluations at an accessible location that is convenient to the customer or to qualified bidders whose location is within walking distance (approximately

2/10ths of a mile) from public transportation. This funding will be awarded equally among all bidders that will serve the District Office and have the ability to conduct evaluations off-site or at a location within walking distance of public transportation.

13. What are the primary locations where the student will be physically placed to conduct in-person and/or virtual evaluations (e.g., on school sites, off-site locations, at the student's home, at the vendor's office, etc.)?

Some evaluations may be conducted remotely, unless the customer specifically requests an in-person session. Psychologists must follow the APA Guidelines for the Practice of Telepsychology and use their professional judgement to determine whether conducting a particular evaluation remotely is appropriate. In-person evaluations should be provided in locations that are confidential, accessible and convenient to the customer such as the vendor's office, district office, local library, or any other mutually agreed-upon site.

14. Would the district offices provide its students the hardware (e.g., computer, webcam, headsets, etc.), testing kits, and other supplies or materials needed for services?

No special hardware will be provided for our customers referred for psychological services, unless it is required due to the customer's disability. ACCES-VR will not provide any testing kits or supplies or materials needed for evaluations. The contracted vendor is responsible for supplying any materials, supplies, or testing kits required for a specific evaluation.

15. Would you consider blind resumes of potential school psychologists with their full name withheld and license numbers partially redacted at the time of submission?

Actual resumes of psychologists that will be providing services are required at the time of application.

16. Can copies of the diploma or proof of satisfying Child Abuse Identification Reporting be provided upon award?

In order to qualify for this RFQ, a psychologist (individuals or those working in a practice) must meet all minimum qualifications by the application deadline.

17. Will the awarded contract be issued by NYSED, or should the vendor include a copy of its contract or additional terms in the submission for consideration?

NYSED will issue the awarded contract for this RFQ. The vendor should include only the documentation that is requested in the RFQ and Submission Documents.

18. Since new contracts will begin 07/01/2025 and end 12/31/2027, can you confirm the compensation rates listed in the RFQ may be adjusted annually or for the 2026-2027 contract term?

At the earliest, the rate changes will go into effect January 1, 2026. The rates may be adjusted additionally for the 2026 – 2027 contract term.

19. If the vendor does not know if the proposal will be less than or more than \$100,000, do you still require the vendor to complete and submit the Vendor Responsibility Questionnaire?

A Vendor Responsibility Questionnaire is required for any contract over \$100,000. Vendors are encouraged to maintain a completed Questionnaire at any amount. If the vendor does not know the amount prior to award, the vendor can wait until they are notified of an award.

20. If the vendor proposes to only provide services to school districts, charter schools, and/or BOCES for PreK-12 students, would the vendor be exempt from completing the Vendor Responsibility Questionnaire? Or does this exemption only apply if the vendor was a school district, etc.?

The exemption only applies if the vendor was a school district. All Psychologist vendors over \$100,000 will need to complete a VRQ.

21. If the vendor cannot gauge the number of providers or hours to be used for the term of the contract, how would the vendor complete Form A upon award?

The vendor can complete the Form A after award once they are notified of their estimated contract value.

22. For Forms A and Forms B, does this apply to only the total number of employees and total hours worked throughout the State of New York or just the ones selected for the NYSED?

Forms A and B include anticipated and actual expenditures for your current contract only, including salaries and benefits.

23. Do you require the vendor's insurance company to be licensed in the State of New York or only authorized to do business in New York?

Employers must obtain Workers' Compensation insurance from either their NYS workers' compensation insurance carrier or a licensed NYS insurance agent of that carrier.

Employers must obtain Disability insurance from either their NYS statutory disability benefits insurance carrier or a licensed NYS insurance agent of that carrier.

Vendors without employees may be exempt from insurance requirements but must still submit a CE-200 exemption form.

For more information please contact the Workers' Compensation Board:

[Worker's Compensation Insurance Requirements: Government Issued Permits, Licenses and Contracts](#)

[Disability and Paid Family Leave Benefits Coverage Requirements](#)

[Request Certificate of Attestation Exemption](#)